

Department of General Services Records Management Division RECORDS RETENTION and DISPOSAL SCHEDULE	Schedule No. 971-27
	Page 1 of 1

<u>Agency</u> Department of the State Police	<u>Division/Unit</u> 27 – Administrative Operations Division (Technology & Information Management Command)
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Item No.	Description	Retention
	Schedule, 971-27 is a new schedule and does not supersede any other schedule.	
27-00	<u>PROCUREMENT FILES</u> Contains copies of quotes, requisitions, purchase orders, delivery receipts, invoices received directly from vendor(s) and forwarded for payment, and related paperwork for IT related supplies/equipment ordered within the Agency. MSP IT subscription / renewal dates may vary from annual, up to ten (10) years.	Retain 3 years past the subscription / renewal date, and then destroy.
27-01	<u>STATE AGENCY AND INTER-AGENCY TRANSFERS</u> Contains paid bills and invoices that were approved and sent to Finance Division or the Grants Management Unit for processing.	Retain for 3 years, and then destroy.
27-02	<u>MISCELLANEOUS ACCOUNTING RECORDS</u> Reconciliation and Balance Sheets, Budget Papers and Work Sheets, Periodic Financial Reports to Local and State Agencies, Reports of Missing or Stolen IT Equipment.	Retain for 3 years, and then destroy.
27-03	<u>COMPUTER EQUIPMENT INVENTORY AND SERVICE HISTORY</u> Contains records relating to inventory of computers, and related equipment; contains copies or warranties, loss or damage to capital equipment, requests for repairs or salvage, service receipts, etc.	Retain 2 years after excess property disposal, and then destroy.
27-04	<u>EXCESS PROPERTY DECLARATION</u> Contains copies of DGS 95009 Excess Property Declarations for IT equipment to be salvaged.	Retain 2 years after excess property disposal, and then destroy.
27-05	<u>MAIL ROOM OPERATIONS</u> All information related to mail room activities, postage fees equipment.	Retain for 3 years, and then destroy.

Approved by Department, Agency, Division or Unit Representative Date: <u>May 29, 2013</u> Signature: <u>Thomas L. Vondersmith Jr.</u> Type Name: <u>Thomas L. Vondersmith, Jr.</u> Title: <u>Department Records Retention & Disposal Schedule Manager</u>	Schedule Authorized by State Archivist Date: <u>7-1-13</u> Signature: <u>Matthew D. Baker</u>
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<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>6</u></p>
<p>1. Department/Agency Maryland Department of State Police</p>	<p>2. Division Administrative Operations Division (T&IMC)</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 27-00 PROCUREMENT FILES</p>		<p>5. Earliest Year/Latest Year 2002__ to __2013__</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of quotes, requisitions, purchase orders, delivery receipts, invoices received directly from vendor(s) and forwarded for payment, and related paperwork for IT related supplies/equipment ordered within the Agency. MSP IT subscription / renewal dates may vary from annual, up to ten (10) years.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>2</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>2</u> Number</p>
<p>13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Road Pikesville, MD Building G, 2nd floor</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MSP Finance Division</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>19. Name and Title of Preparer Lt Elizabeth Beck Commander, Administrative Operations Division</p>		<p>20. Telephone Number 410-653-4263</p>
<p>21. Date May 16, 2013</p>		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u> 2 </u> OF <u> 6 </u>
1. Department/Agency Maryland Department of State Police	2. Division Administrative Operations Division (T&IMC)	3. Unit
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 27-01 STATE AGENCY AND INTER-AGENCY TRANSFERS		5. Earliest Year/Latest Year <u> 2002 </u> to <u> 2013 </u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains paid bills and invoices that were approved and sent to Finance Division or the Grants Management Unit for processing.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <hr/> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u> 3 </u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Road Pikesville, MD Building G, 2nd floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes MSP Finance Division <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for 3 years, and then destroy	
19. Name and Title of Preparer Lt Elizabeth Beck Commander, Administrative Operations Division	20. Telephone Number 410-653-4263	21. Date May 16, 2013

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1. Department/Agency Maryland Department of State Police		2. Division Administrative Operations Division (T&IMC)		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 27-02 MISCELLANEOUS ACCOUNTING RECORDS				5. Earliest Year/Latest Year <u> 2002 </u> to <u> 2013 </u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Reconciliation and Balance Sheets, Budget Papers and Work Sheets, Periodic Financial Reports to Local and State Agencies, Reports of Missing or Stolen IT Equipment.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u> 2 </u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u> 2 </u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____			
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
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18. Recommended Retention Retain for 3 years, and then destroy					

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1. Department/Agency Maryland Department of State Police		2. Division Administrative Operations Division (T&IMC)		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 27-03 COMPUTER EQUIPMENT INVENTORY AND SERVICE HISTORY				5. Earliest Year/Latest Year <u>2002</u> to <u>2013</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains records relating to inventory of computers, and related equipment; contains copies or warranties, loss or damage to capital equipment, requests for repairs or salvage, service receipts, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic Spread Sheet</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Database</u> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Database</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Road Pikesville, MD Building G, 2nd floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 2 years after excess property disposal, and then destroy.		
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DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 27-04 EXCESS PROPERTY DECLARATION				5. Earliest Year/Latest Year <u>2002</u> to <u>2013</u>	
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes DGS/MSP Personal property Unit <input type="checkbox"/> No		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
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1. Department/Agency Maryland Department of State Police	2. Division Administrative Operations Division (T&IMC)	3. Unit
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 27-05 MAIL ROOM OPERATIONS	5. Earliest Year/Latest Year <u>2002</u> to <u>2013</u>	
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11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2</u> Number
12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Road Pikesville, MD Building G, 2nd floor
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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